

Health & Safety Report

2018

J&A (INTERNATIONAL) LTD

January 2, 2019
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Health & Safety Report

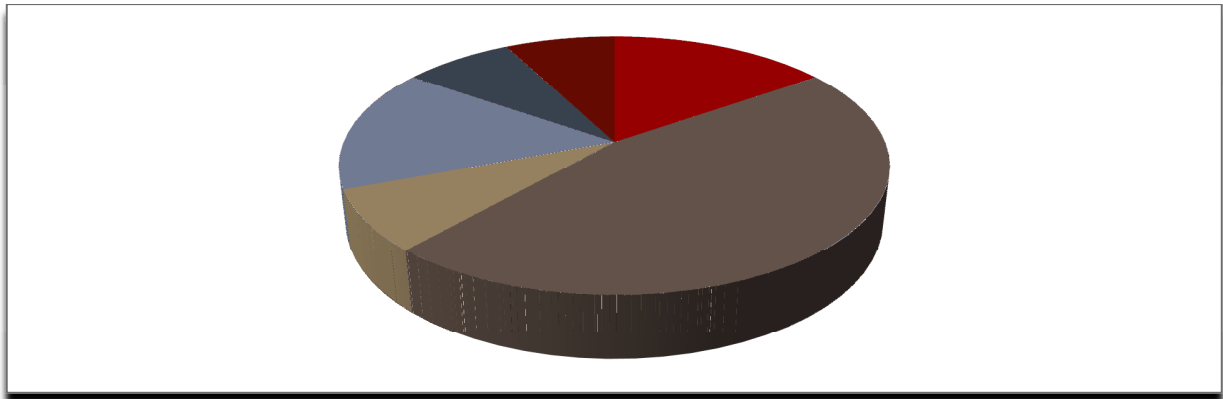
2018

Introduction

This report demonstrates J&A (International) Ltd continued commitment into continuous improvements in Health & Safety during 2018.

Accidents & Incidents 2018

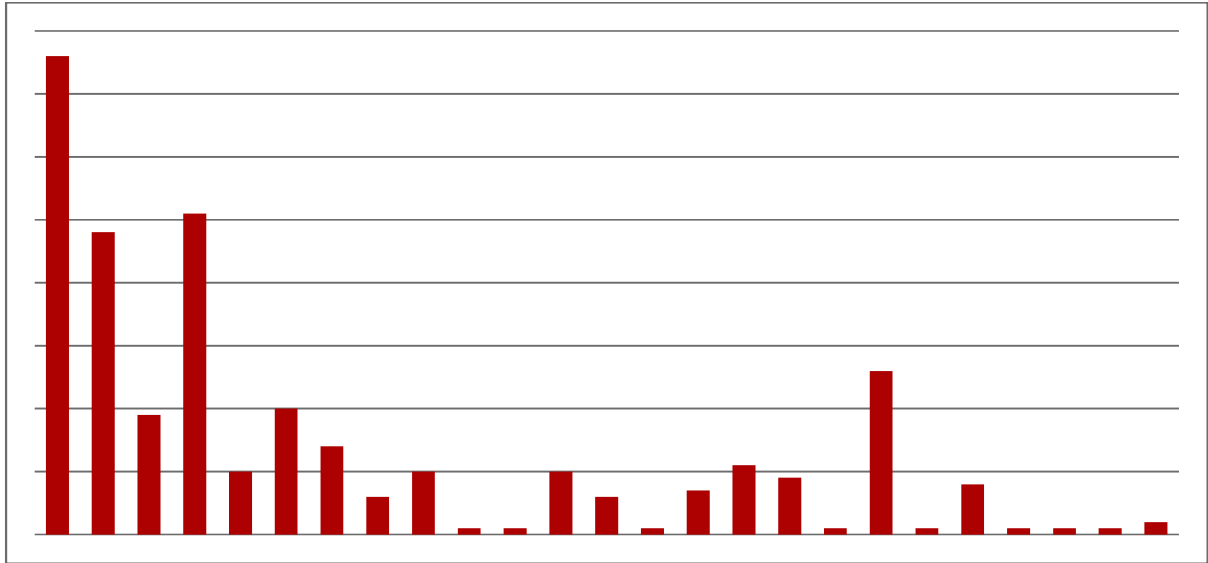
During 2018 there were a total of 13 incidents.



The total incidents were:

| |
|-----------------|
| Cut to hand |
| Pull to groin |
| Twist to back |
| Twist to back |
| Cut to finger |
| Cut to thumb |
| Splash to eye |
| Pull to arm |
| Pull to groin |
| Crush to finger |
| Over Limit |
| Splash to eye |
| Pull to groin |
| Flue extraction |

Below shows the total incidents over the past 12 years.

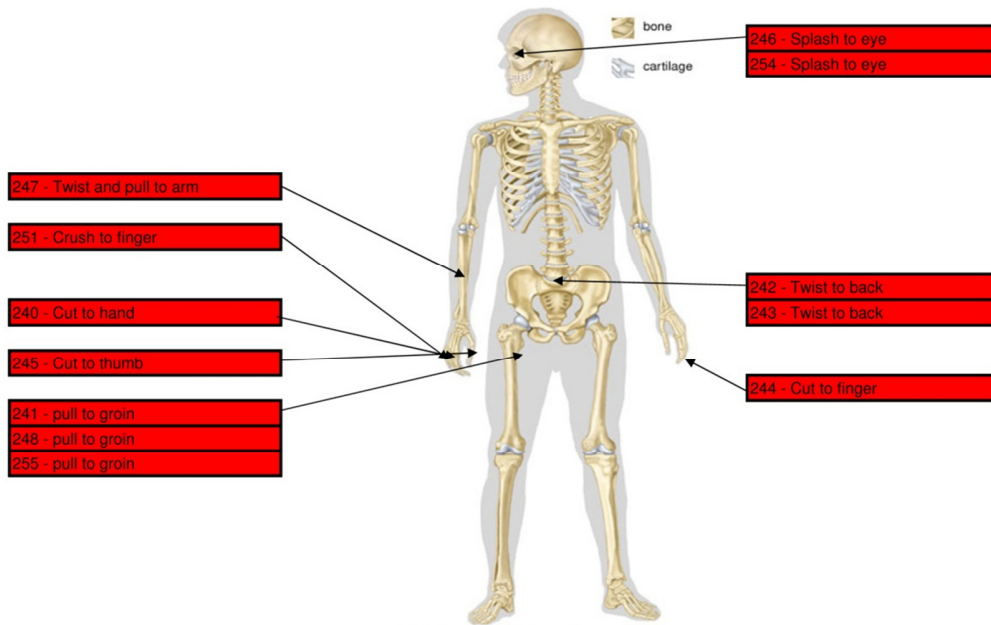


This shows that the incidents don't follow the overall trend.

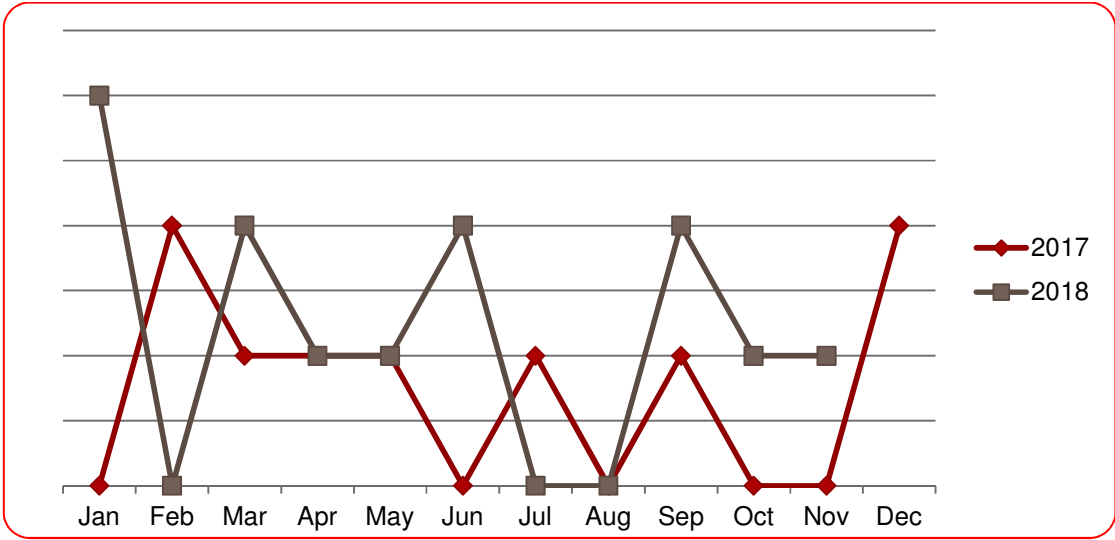
There have been 459 incidents over the past 16 years, giving an average of 28.6 incidents per year.

2018 was well below this average.

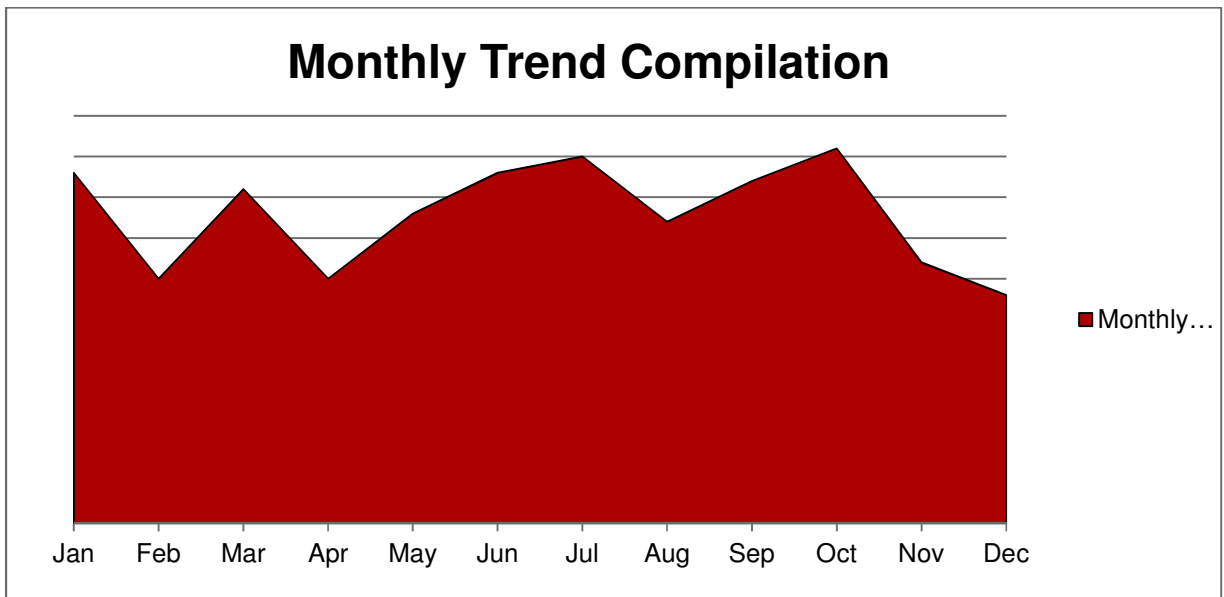
Pull to the groin, twist to the back and splash to the eye were the only re-occurring part of the body which had an injury over the year. (Shown below)



The monthly trend shows a peak of incidents in January.

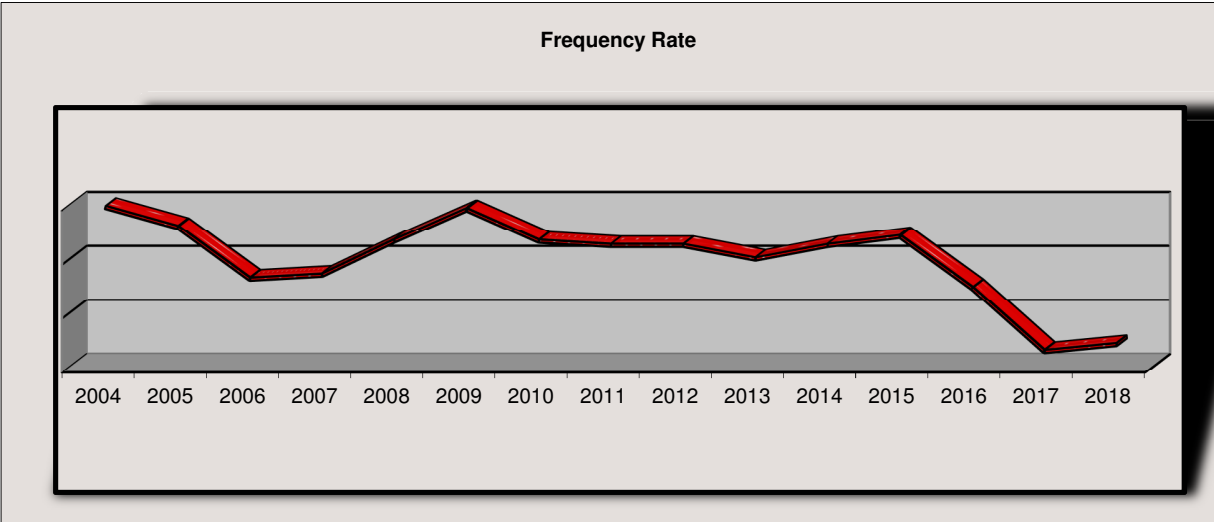


This does not follow the overall peak of incidents which has occurred in July and October.

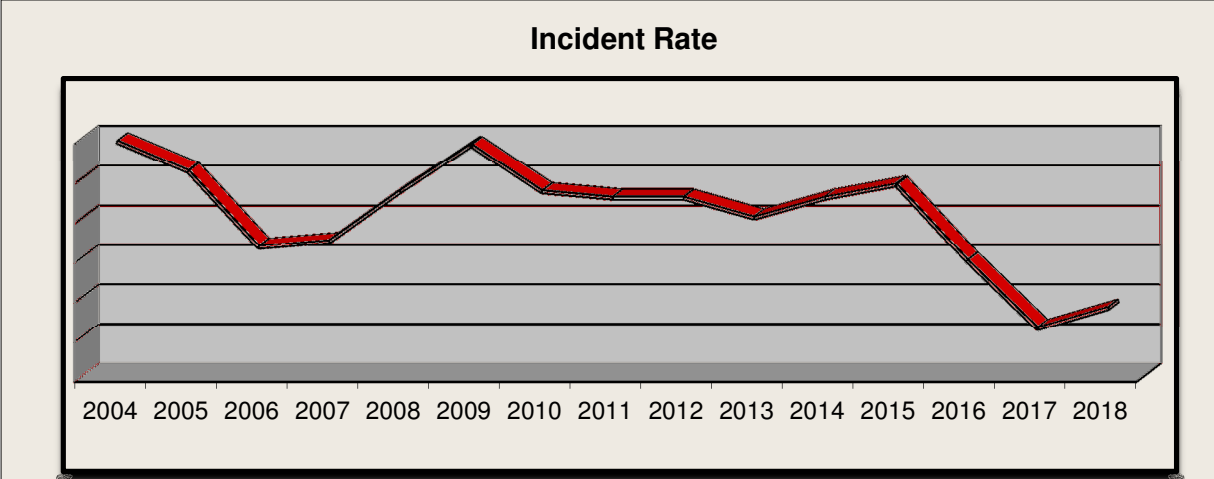


Accident Frequency Rate

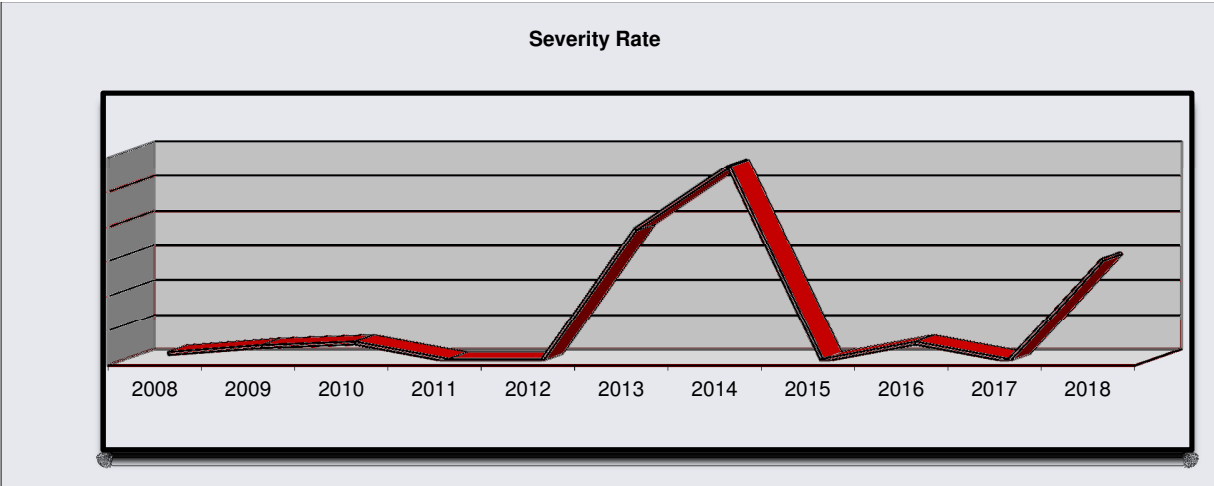
The accident frequency rate (Shown below on the graph)



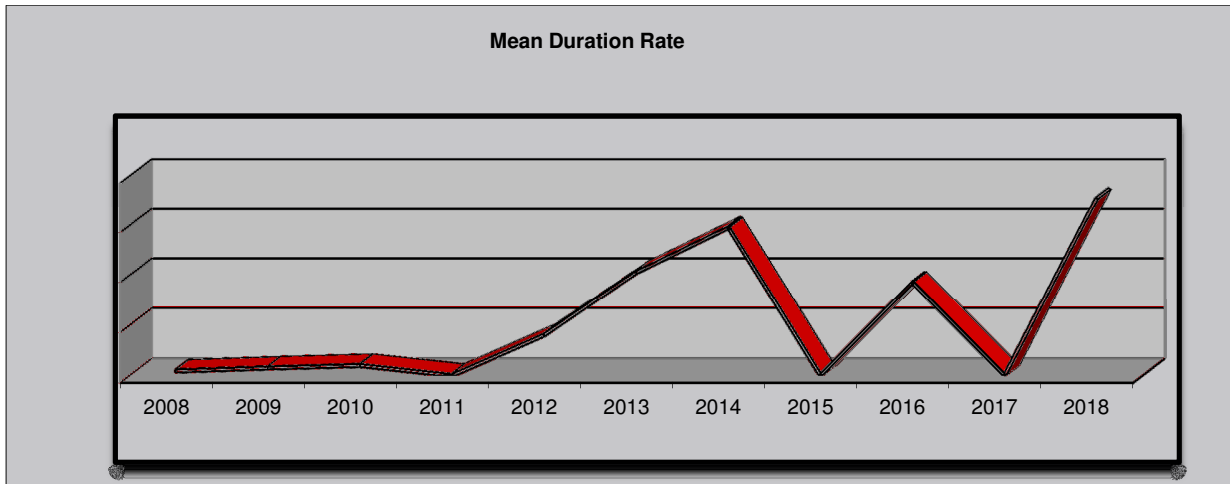
The incident rate shown below:



The severity shown below:



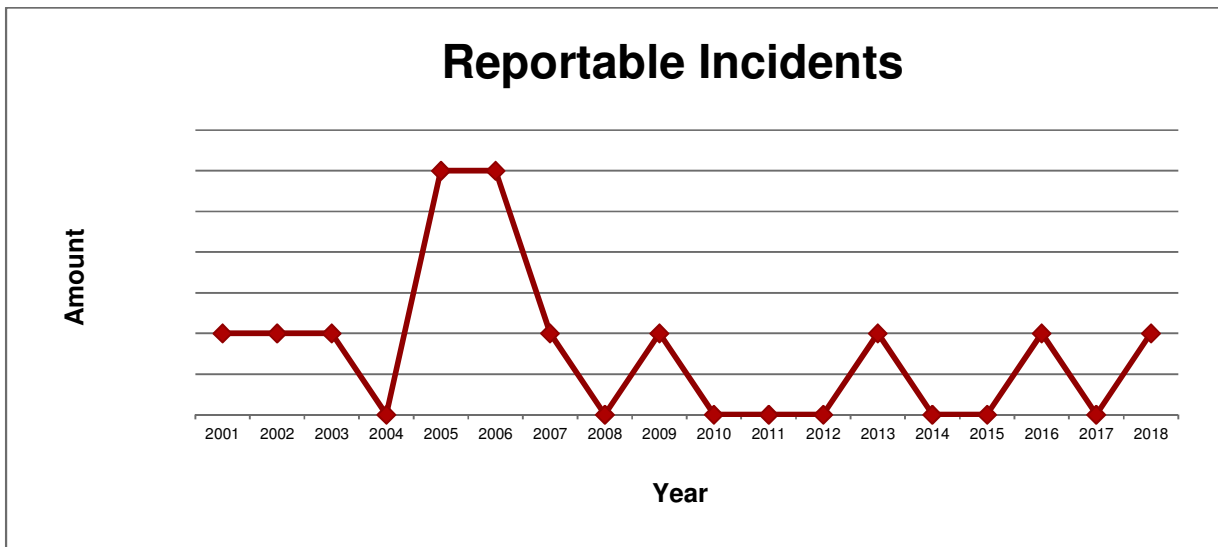
The mean duration rate shown below:



Reportable Incidents

There was one reportable incident over 2018.

Below shows the trend of reportable incidents over the past few years:



Prohibition or Improvement Notices

There were no issues over 2018.

Results of Audits and Inspections

Audit Result

There were 11 Health and Safety audits issued over 14 different areas of the company.

They were run mainly to schedule apart from two.

There were also various observations from the audits.

And various other items, all of which have been reviewed and actions put in place to improve where possible.

Inspections

There were a total of 14 Health & Safety inspections completed over 2018.

From these inspections there were a total of 20 observations and opportunities for improvement. Most of these have been implemented.

Behavioural Observations

There were a total of 30 observations carried out by Team Leaders, Managers and Directors of the company. If issues were found corrective action was implemented to improve.

Safety Tours

There were two safety tours carried out over the year. These were completed with the Compliance Manager and a Team Leader / Manager.

External Visits

Insurance Inspection visits were carried out.

- 1** - Lifting equipment inspections (LOLER)
- 2** – LEV extraction testing was carried out at the beginning of the year, and at the end of the year with no issues.
- 3** – Pressurised vessels and systems – Not due until next this year.

There were no Health & Safety Executive (HSE) visits.

There were no local authority visits from East Lindsey District Council.

There were no Fire Service visits.

Safety Plan

The safety plan for 2018 was approved at the start of the year and ran to schedule.

The 2019 safety plan is being reviewed and needs to be approved by the board of Directors.

Safety Committee & Safety Representatives

Meetings were held approximately every 6 months.

The committee continued to raise good valid hazards and continual improvement for the company.

All actions raised from the committee are reviewed at each meeting and closed out when completed.

At each meeting there is either an inspection, a questionnaire or a potential non-conformance tour completed. With actions raised and completed.

Training

J&A is a registered Centre to carry out training for the Level 2 award from the British Safety Council. J&A will continue to offer this qualification over the coming year.

Tool box talks were carried out in each department. The topics varied in content to reflect the nature of the department.

Fire Marshal refresher training was carried out.

Fire Training was carried out to members of staff who had not received this.

Manual Handling Training was carried out in October.

First Aid training and refresher first aid training was completed for all first aiders.

An annual refresher of how to use the defibrillator was carried out to first aiders.

An annual training needs survey was completed in October to see if there was any training required. This then formed a plan for action which is being completed.

The skills matrix was updated throughout the year and the latest version is on the internal intranet 'info'

Training Records are all updated every two months and reflect any training given to employees.

Health Surveillance

Airborne Monitoring

Personal airborne monitoring was completed in April and November 2018.

In April there were x10 samples taken at various locations throughout the premises.

In November the sampling was repeated.

The samples were all well below this exposure value.

Skin Surveillance

In 2018 skin assessments were carried out every 4 months. There has been a good improvement of skin condition over the year. There are no issues or concerns of skin condition.

Stress

A stress questionnaire was carried out in 2018.

Various questions were asked:

- 1) I am clear what is expected of me at work.
- 2) If work gets difficult my colleagues will help me.
- 3) I am given supportive feedback on the work that I do.
- 4) I have to neglect some tasks because I have too much to do.
- 5) I am clear about the goals and objectives for my department.
- 6) There is friction or anger between colleagues.
- 7) I am unable to take sufficient breaks.
- 8) I am pressured to work long hours.
- 9) I can rely on my Team Leader to help me with a work problem.
- 10) I have sufficient opportunities to question managers about change at work.
- 11) I can talk to my Team Leader or Manager about something that has upset or annoyed me at work .

The results were collated and where necessary follow up meetings or discussions were held.

Health Medicals

There were referrals to GP's following the annual visit from the occupational nurse. These members of staff have had letters to inform them of this.

Spirometry Testing

This was completed with referrals as above.

Audiometric Testing

This did highlight employees with issues to hearing. They have been informed and given letters to give to their GP.

Eye Sight Testing

No issues reported.

Objectives and Targets – 3 Year Plans

H&S1 – To reduce accidents and incidents to the J&A group . To reduce to the previous year.

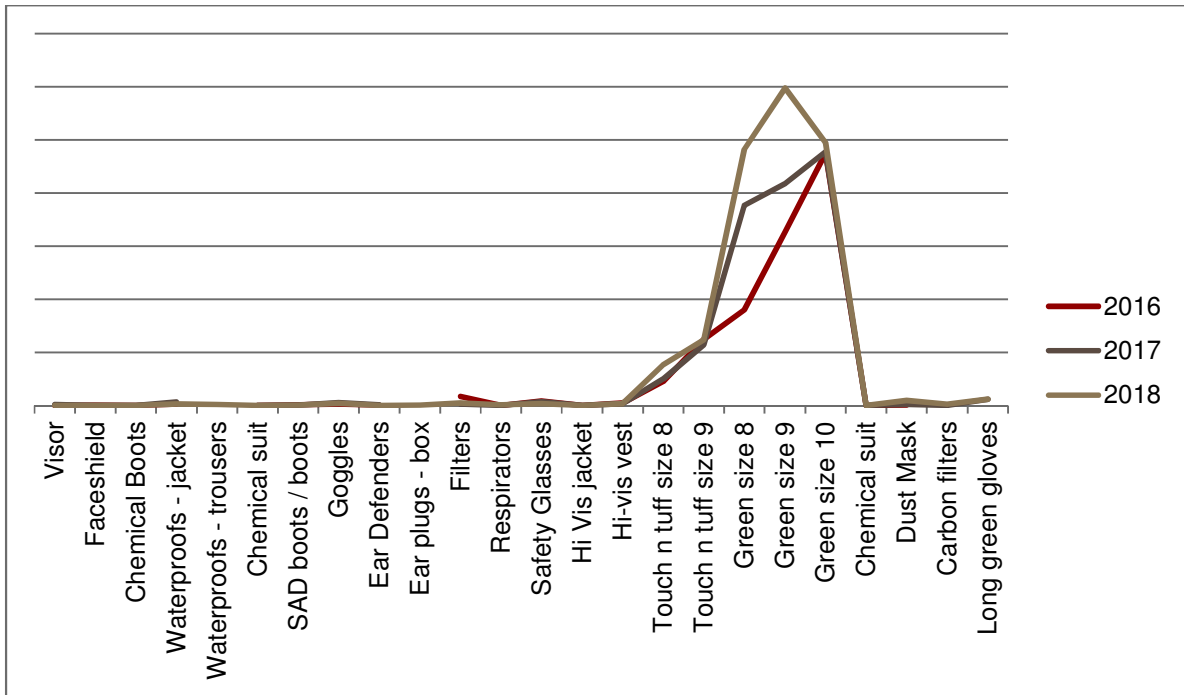
There were a total of 13 incidents in 2018 compared to 29 in 2015. A Good reduction.

H&S2 – To refurbish departments within J&A. To improve H&S requirements within departments.

This will be continued through 2019.

H&S3 – To reduce the risks at J&A. To measure using the issue of PPE reduction.

The below PPE was used during 2018:



There were more gloves used in 2018, due to increase in working hours in production, new divisions and people looking after their hands.

This has led to an increase in cost shown below:

